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S U P P L E M E N T, O P T I M I Z E, A C Q U I R E, A N D R E N E W E S S E N T I A L S K I L L S

SOAR Technology Certificate: Technical Skills Development
Courses

- [Word I]
- [Word II]
- [Word III]
- [Excel® I]
- [Excel® II]
- [Excel® III]
- [Outlook® I]
- [Outlook® II]
- [Access ™ I]
- [Access ™ II]
- [Access ™ III]
- [PowerPoint® I]
- [PowerPoint® II]
- [PowerPoint® III]
- [Publisher]

SOAR Technology Certificate Information

Eligible Participants
(1) All employees.
Note: **Supervisor/Manager approval** *is a* **pre-requisite** *for all participants.*

Requirements
- Complete *any 6* of the SOAR Technology courses, utilizing any combination of courses and levels offered. For example:
    - Word I, II, III and Excel® I, II, III
    - Outlook® I and II, PowerPoint® I, II III and Publisher

- There is no assigned set of core courses specified for this particular certificate program.

Total Duration
- 42 hours (6 x 7 hour 'in class' course sessions) in 12 months.

- All course sessions are 7 hours in length.

Availability
- All SOAR Technology courses are offered at least once per year, and most are scheduled for multiple sessions throughout the year.

- Contingent on seating availability, all of these courses may be accessed as 'independent' modules by **non-certificate participants** who otherwise satisfy the "Eligible Participants" conditions for the entire program.

- Subject to demand and available resources, additional sessions of a particular course may be scheduled.

Note: The registration process for the SOAR Technology Certificate program varies from the standard for other certificate programs. Please [click here] for registration details.